



SECTION 7

Salary, Pension, and Insurance Reports

7.1 About these reports



What is the agency salary base report?



The agency salary base report (B6) provides fund source and employee jurisdiction data for the salaries and FTEs assumed in the agency's maintenance level budget. This information is used to create a database for estimating the cost of proposed salary increases, as a general reference during budget development and, after the budget is passed, for allocating compensation increases approved by the Legislature.

Pension Contribution Base Variation

Insurance Contribution Base Variation

Two additional versions of this salary base report – the Pension Contribution Base (B6-P) and Insurance Contribution Base (B6-I) – contain the specific information needed to estimate statewide costs of pension and insurance contributions and are discussed more fully below.

All three reports (B6, B6-P and B6-I) should include nonappropriated, budgeted funds, characterized by appropriation type "6."



On the B6, include FTEs charged to capital accounts, using the new subobject code AV. On the B6-P and the B6-I, please do not include staff charged to capital accounts.

OFM may need to request more detail later

See Appendix A-6 for examples of these forms.

OFM may need to request classification level detail at a later date if the Governor or the Legislature decides to consider compensation changes to selected employee classifications. Agencies should retain their detailed BPS1 or other classification detail files until the 2003-05 budget is enacted.

Agencies should consider use of the BPS1 Salary Projection System

We encourage agencies to use the BPS1 Salary Projection System available through OFM for generating these reports for two reasons: (1) the three required reports are generated electronically, making it easier for agencies; and (2) the data can be released and automatically loaded into OFM's model, reducing the risk of keying errors. This tool can also be used for other staffing cost projection needs. Contact Art Overman, OFM Accounting Division, at (360) 725-5271 for more information about this system.

7.2 The agency salary base report (B6)

How to complete the report

Column 1 - Jurisdiction Code

Complete the agency salary base report at the agency level (program level for DSHS).

In completing the agency salary base report (B6), the salaries and wages object/subobject combination is referred to as "jurisdiction." List each jurisdiction represented, in alphabetical order, using the appropriate consolidated jurisdiction codes shown below. Jurisdiction definitions will be updated in May 2003 in the OFM State Administrative and Accounting Manual, Section 75.70.20 to match the revisions shown below.

Combine full-time and part-time employees into one entry. Consolidate jurisdiction nonspecific codes AS, AT, and AU with the codes indicated below so that they do not appear on the report.










In April, the Governor signed into law the Personnel System Reform Act of 2002; Chapter 354, Laws of 2002 (Substitute House Bill 1268). This new law is also known as the Civil Service Reform bill or the collective bargaining and contracting out law. This bill authorizes the Office of Finance Management to charge a fee to fund the efforts of the Governor's collective bargaining representative. This fee is to be charged in an amount not to exceed one-tenth of one percent of the approved allotments of salaries and wages for all bargaining unit positions in the classified service (not including Washington Management Service positions) in each of the agencies subject to this chapter, (exemptions are the institutions of higher education, the Office of Financial Management, the Department of Personnel, and the Public Employment Relations Commission).

In order for OFM to collect the data that will allow the calculation of this amount, we are revising the salary jurisdictions starting in 2003-05, as shown below. These revisions allow for the segregation of represented, classified, non-Washington Management Service employees into a jurisdiction separate from other employees.

Please submit your B6 form and data using these new jurisdictions. BPS1 has been revised to accommodate these new jurisdictions, though data that is downloaded from DOP's payroll system will, of course, be in the old salary jurisdictions and will need to be reallocated into the proper jurisdictions.



Subobjects AA and AB are Eliminated for 2003-05

AC	State Exempt
AD	Higher Education Exempt
AE	State Special
AF	Higher Education Faculty
AG	Commissioned State Patrol Officers
AH	Higher Education Graduate Assistants
AJ	State Other
AK	Higher Education Other
AL	Higher Education Students
 AM	Initiative 732 Annual COLA Increases (Represented) <i>(For use by Schools for the Deaf and Blind and by Community and Technical Colleges for <u>eligible</u> staff only)</i>
AN	Justices and Judges
 AP	Initiative 732 Annual COLA Increases (<u>non</u> -Represented) <i>(For use by Schools for the Deaf and Blind and by Community and Technical Colleges for <u>eligible</u> staff only)</i>
AQ	State Ferry System
AR	Elected Officials
 AV	State Personnel Board Classified (Represented—not WMS) charged to accounts funded in the state Capital budget
 AW	Higher Education Classified (Represented)
 AX	State Personnel Board Classified (Represented—not WMS) <i>(For purposes of this report, do not include salaries for board and commission members who are compensated with per diem only.)</i>
 AY	State Personnel Board Classified (non-Represented) <i>(For purposes of this report, do not include salaries for board and commission members who are compensated with per diem only.)</i>
 AZ	Higher Education Classified (non-Represented)

Column 2 - Fund Code

For each jurisdiction shown in Column 1, list the sources of funds used to support salary expenditures. Display fund codes in numerical order using the same source of funds and appropriation type used in decision packages. (See Section 1.5 for direction on how to display account and appropriation type codes.) Account 406 should not appear as a source of funds. Agencies should instead use the dedicated accounts that cover the cost of these staff.

**Column 3 -
Jurisdiction/ Fund
Title**

Enter both the title of the jurisdiction and the title of the source of funds (separated by a "/") for the codes in Columns 1 and 2 for that line. Use representative abbreviations to limit titles to one line. A "Total" is required for all jurisdictions.

**Columns 4-7 -
Proposed ensuing
biennium**

Use these columns to indicate the proposed FTEs and maintenance level expenditures for the ensuing biennium that correspond to the jurisdiction and sources of funds entered in Columns 1 and 2, including the subtotal and total lines. Do not include compensation for members of part-time boards and commissions on the B6, because they are not part of the salary base that receives cost of living increases.

7.3 The Pension Contribution Base report (B6-P)

How to complete the report

The retirement system data provided on the agency Pension Contribution Base report will be used for costing pension proposals, for allocating any pension appropriations made by the Legislature, and for responding to inquiries on pension funding. Agencies should provide FTE and salary expenditure information only for employees enrolled in each of the state-supported pension systems.

Certain temporary, part-time, or seasonal employees do not participate in a state-supported pension system. Salaries of these employees should be excluded from the B6 pension base. In most cases, the pension base will be slightly less than the B6 salary base because of the exclusion of these employees. ***The pension base should not exceed the salary base shown on the agency salary base report (B6).***

Prepare the B6-Pension form at the agency level (program level for DSHS).

Column 1 - Retirement System

List each retirement system represented in alphabetic order using the following codes:

Retirement Systems	Description
E1	Elected Officials– PERS Plan I
E2	Elected Officials – PERS Plans II/III
F1	Elected Officials – TRS Plan I
F2	Elected Officials – TRS Plan II
H1	TIAA/CREF-5% Contribution Rate
H2	TIAA/CREF-7½% Contribution Rate
H3	TIAA/CREF-10% Contribution Rate
J1	Judges' Retirement System
J2	Judicial Retirement System
J3	Judicial Retirement Account Plan/PERS II
J4	Judicial Retirement Account Plan/PERS I
L1	Law Enforcement Officers and Fire Fighters – Plan I
L2	Law Enforcement Officers and Fire Fighters – Plan II
P1	Public Employees' Retirement System (PERS) – Plan I
P2	Public Employees' Retirement System (PERS) – Plans II/III
T1	Teachers' Retirement System (TRS) – Plan I
T2	Teachers' Retirement System (TRS) – Plan II
T3	Teachers' Retirement System (TRS) – Plan III
W1	Washington State Patrol Retirement System – Plan I
W2	Washington State Patrol Retirement System – Plan II
V1	Volunteer Fire Fighters Retirement System

Column 2 – Fund Code

For each retirement system shown in Column 1, list the sources of funds used to support pension contribution expenditures. Display fund codes in numerical order using the same source of funds and appropriation type used in decision packages. (See Section 1.5 for direction on how to display account and appropriation type codes.) Account 427 should not appear as a source of funds. Agencies should instead use the dedicated accounts that cover the pension costs of these staff.

Column 3 - Retirement System/Fund Title

List both the title of the retirement system and the title of the source of funds (separated by a "/") coded in Columns 1 and 2 for that line. Use representative abbreviations to limit titles to one line.

When two or more accounts are shown for a single retirement system, a subtotal is required and Column 3 should contain a title "Subtotal (appropriate retirement system title)." Similarly, a "Total" is required for all retirement systems.

Columns 4 - 7 - Ensuing biennium

Enter the FTEs and salary expenditure base that correspond to the retirement system and sources of funds entered in Columns 1 and 2, including the subtotal and total lines. This base is composed of the maintenance level salaries that determine the amount of pension contributions made to each of the different retirement systems. Columns 4 and 5 reflect Fiscal Year 2004. Columns 6 and 7 reflect Fiscal Year 2005. Display FTEs with one decimal place only, and use whole dollars.

7.4 The Insurance Contribution Base report (B6-I)

How to complete the report

The insurance data provided on the agency Insurance Contribution Base report will be used for costing insurance proposals, for allocating any insurance appropriations made by the Legislature, and for responding to inquiries about insurance funding. Agencies must provide **headcount** information, not FTEs, for employees who are eligible for insurance contributions. Temporary, intermittent, and part-time employees working less than 80 hours per month, and for less than six months, are not eligible for insurance and should be excluded from the base for this report.

Prepare this report at the agency level (program level for DSHS).

Column 1 - Eligibility status

List each eligibility status category code (listed below) for insurance contributions used by your agency, in alphabetical order using the following codes. Complete definitions can be found in Chapter 182-12 of the Washington Administrative Code.

Eligibility Status	Description
CS	Career Seasonal Employees
FT	Full-Time Employees
JU	Judges
OF	Appointed and Elected Officials
PF	Part-Time Faculty
PT	Permanent Part-Time Employees

Column 2 - Fund Code	For each eligibility status shown in Column 1, list the sources of funds used to support insurance contribution expenditures. Display fund codes in numerical order using the same source of funds and appropriation type detail shown in the decision package. (See Section 1.5 for direction on how to display account and appropriation type codes.) Account 406 should not appear as a source of funds. Agencies should instead use the dedicated accounts that cover the health benefit costs of these staff.
Column 3 - Eligibility Status/Fund Title	List both the title of the eligibility status and the title of the source of funds (separated by a "/") coded in Columns 1 and 2 for that line. Use representative abbreviations to limit titles to one line. When two or more accounts are shown for a single eligibility status, a subtotal is required and Column 3 should contain a title "Subtotal (appropriate eligibility status title)." Similarly, a "Total" is required for each eligibility status.
Columns 4 and 6 - Ensuing biennium	Enter the headcount that corresponds to the eligibility status and sources of funds entered in Columns 1 and 2, including the subtotal and total lines. The headcount is the number of employees in the maintenance level that are eligible for insurance contributions. Numbers reflected should be whole numbers only – do not enter decimals. Column 4 reflects Fiscal Year 2004 and Column 6 reflects Fiscal Year 2005.

7.5 How to avoid common errors on B6, B6-P, and B6-I forms

Reminders

- Use only appropriate jurisdiction classifications, as listed in Section 6.2. Jurisdictions most frequently misused are "special," "exempt," and "other."
- Do not include compensation for members of part-time boards and commissions on the B6, because they are not part of the salary base that receives cost of living increases.
- Make sure that the pension base on the agency Pension Contribution Base report does not exceed the salary base on the agency salary base report.
- Remember to use headcount, rather than FTEs, on the B6-I.
- Remember to use whole numbers only – not decimal numbers – for the headcounts on the B6-I.

- Reflect FTE numbers only in tenths (e. g., 15.3).
- Use only account codes, not appropriation codes.
- Use the correct appropriation type for each account, especially for nonappropriated. Please see Section 1.5 for a list of appropriation types.